

FUNCTIONAL ENGLISH

(Writing Skills and Functional Grammar)
Semester-I

Time Allowed : 3 Hours]

[Maximum Marks : 75

Note : Attempt the all questions.

SECTION-A

1. Write a letter to a friend telling him how you are making use of your College Library to improve your knowledge.

Or

Write a letter to the Director, Health Services, Apprising him of the fact that doctors are not always available at the Dispensary of your locality. 8

2. Transcode the following prose passage into dialogue form :

A customer went to a Departmental store to buy a greeting card as the following week was his Cousin's Birthday. The clerk told the customer that they had a large collection of such cards in the aisles farther back and that he could call him in case any help was needed. The customer thanked the clerk and enquired about the cost. The clerk informed him that the cost would depend on the number of cards he would order, the larger the order the less it would cost. The customer selected three cards but he could not decide which card should be sent to his cousin. One of the cards was funny, and the other two did not have any good message. The clerk told the customer that the card without any message had been designed so that the sender could write a message of his or her own choice. The customer continued to look at other cards. The clerk then showed him a card that contained a warm and friendly message with the phrase 'favourite cousin' on the cover and asked the customer if he liked the card. The customer thanked the clerk for helping him in the selection of a perfect card and purchased it. 8

3. Develop a story using the given outline :

Robert Bruce a great patriot of Scotland wanted to free Scotland from the Yoke of the English many battles was badly defeated..... fled for his life found shelter in a cave a web over the mouth of the cave Bruce saved but disheartened saw a spider trying to reach the web made nine brave attempts and was successful Bruce learnt a lesson. 8

Or

Jim and Della loved each other deeply Della sold her hair to buy a gift for Jim Jim sold ancestral watch, bought a pair of combs for Della Christmas gifts of no use. 7

SECTION-B

4. Tick (✓) the right and cross (×) the wrong :

- (i) Modals go in front of the subject in questions.
- (ii) You usually use 'can' to give someone permission to do something.
- (iii) You use 'have got to' in formal English.
- (iv) The indirect object is always used with a preposition.
- (v) Link verbs are used to join the subject with the object.
- (vi) You use 'wouldn't mind' to say what you want.
- (vii) You use 'need to' to talk about necessity.
- (viii) Ergative verbs are both transitive and intransitive.

Or

Rewrite the sentences below putting the indirect object after the verb and using the preposition 'to' or 'for'

- (i) He made his wife a cup of tea.
- (ii) John sold Mary his old car.
- (iii) Could you show your grandfather those old Photographs?
- (iv) Save the rest of us something to eat.
- (v) I'm going to book your guests a really good table.
- (vi) We've prepared you a light snack.
- (vii) We'll leave you some food in the fridge.
- (viii) I taught Peter's-children French when they were younger. 8

5. Tick (✓) the right and cross (×) the wrong :

- (i) 'Make' and 'let' can be followed by an object and a base form.
- (ii) You cannot use 'there' with modals.
- (iii) Many reporting verbs refer to people's thoughts and feelings.
- (iv) The conditional clause always comes after the main clause.
- (v) You use result clauses to talk about the result of an action or situation.
- (vi) Reason clauses are used to talk about the result of an action or situation.
- (vii) You use coordinating conjunctions to link clauses.

Rewrite the sentences as conditionals :

- (i) Unfortunately I didn't see him, so I couldn't give him your message.
- (ii) He didn't realize what was happening or he would have run away.
- (iii) Fortunately I didn't hear what she said or I would have been very angry.
- (iv) They got in because you didn't lock the door properly.
- (v) It only happened because you didn't follow the instructions.
- (vi) Luckily she didn't find out or she would have been furious.
- (vii) He was so tired that he went home at lunch time. 7

6. Translate the following passage into English :

ਸਾਨੂੰ ਸਮੇਂ ਦੀ ਕਦਰ ਕਰਨੀ ਚਾਹੀਦੀ ਹੈ। ਸਮਾਂ ਪੰਖ ਲਗਾ ਕੇ ਉੱਡ ਰਿਹਾ ਹੈ। ਪਲਾਂ ਦੇ ਗੁਜ਼ਰਣ ਦਾ ਪਤਾ ਨਹੀਂ ਲਗਦਾ। ਪਰ ਜਦੋਂ ਮਹੀਨਾ ਜਾਂ ਸਾਲ ਬੀਤ ਜਾਂਦਾ ਹੈ। ਤਾਂ ਸਮੇਂ ਦੇ ਗੁਆਚ ਜਾਣ ਦਾ ਅਹਿਸਾਸ ਹੁੰਦਾ ਹੈ। ਸਾਨੂੰ ਹਰ ਪਲ ਕੁਝ ਨਾ ਕੁਝ ਸਿਖਦੇ ਰਹਿਣਾ ਚਾਹੀਦਾ ਹੈ। ਵਿਦਿਆਰਥੀ ਜੀਵਨ ਵਿੱਚ ਸਮੇਂ ਦੀ ਕੀਮਤ ਤਾਂ ਬਹੁਤ ਵੀ ਵੱਧ ਹੈ। ਜੇ ਇਸ ਸਮੇਂ ਨੂੰ ਚੰਗੀ ਤਰ੍ਹਾਂ ਬਿਤਾਇਆ ਜਾਵੇ ਤਾਂ ਆਉਣ ਵਾਲਾ ਜੀਵਨ ਸਫਲ ਬਣਾਇਆ ਜਾ ਸਕਦਾ ਹੈ। ਜੇ ਵਿਦਿਆਰਥੀ ਜੀਵਨ ਵਿੱਚ ਲਾਪਰਵਾਹੀ ਵਰਤੀ ਜਾਵੇ ਤਾਂ ਵਿਦਿਆਰਥੀ ਦਾ ਭਵਿੱਖ ਖਤਰੇ ਵਿੱਚ ਪੈ ਜਾਂਦਾ ਹੈ। ਬੁਰੀਆਂ ਆਦਤਾਂ ਸਮੇਂ ਨੂੰ ਬਰਬਾਦ ਕਰ ਦਿੰਦਿਆਂ ਹਨ। ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਹਮੇਸ਼ਾ ਆਪਣੇ ਬਾਰੇ ਚੇਕਸ ਰਹਿਣਾ ਚਾਹੀਦਾ ਹੈ।

हमें समय की कदर करनी चाहिए। समय पल झपकते ही उड़ जाता है। पलों के गुज़रने का पता नहीं चलता, परन्तु जब महीना या वर्ष बीत जाता है तो समय के बर्बाद हो जाने का अहसास होता है। हमें हर समय कुछ न कुछ सीखते रहना चाहिए। विद्यार्थी के जीवन में तो समय की बहुत अधिक कीमत होती है। अगर इस समय को भली-भांति बिताया जाए तो भावी जीवन सफल बनाया जा सकता है। अगर विद्यार्थी अपने जीवन में बेपरवाही बरतें तो उनका भविष्य अंधकारमय हो जाता है। बुरी आदतें समय को बर्बाद कर देती हैं। विद्यार्थियों को हमेशा सतर्क रहना चाहिए। 7

SECTION-C

7. Compare the following sentences by adding 'at', 'into', 'of', 'on', 'to' or 'with' :

- (i) John and Helen looked each other and smiled.
- (ii) The children quarrel a lot but they're very fond each other.
- (iii) They have been corresponding one another since they left school.
- (iv) They were so angry they just stood and shouted each other.
- (v) The two cars just crashed each other.
- (vi) We could just see one another so we waved each other across the park.
- (vii) We can rely one another.
- (viii) They knew that they could depend each other. 8×2=16

8. These sentences are taken from job adverts. Put the verb in brackets after the modal in the sentences using the correct passive form of the verb :

- (i) Application forms should by 12 December. (return)
- (ii) Further particulars may from the senior Tutor. (obtain)
- (iii) You would to take part in some sports. (expect)
- (iv) This post will initially for three years. (fund)
- (v) Interviews will in early January. (hold)
- (vi) Teachers might accomodation in college. (offer)
- (vii) Name of two referees should (give).

7×2=14